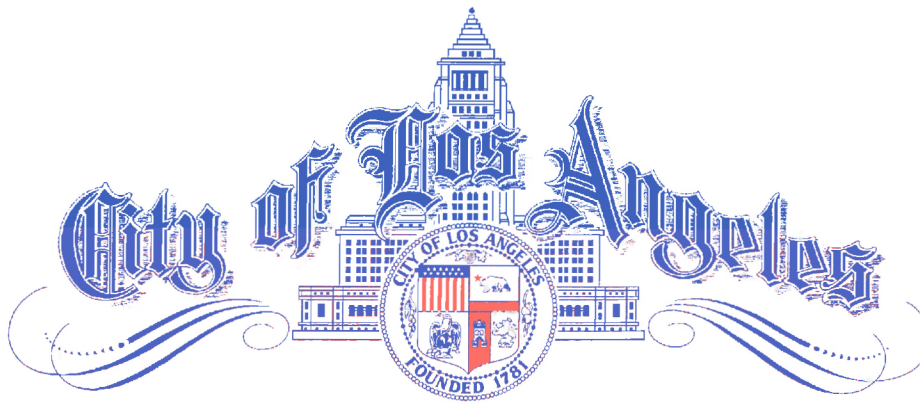




ERIC GARCETTI
MAYOR

MEMORANDUM

To: The Honorable Members of the City Council
c/o City Clerk

From: Eric Garcetti, Mayor EG

Subject: Exemption of Principal Project Coordinator

Date: August 11, 2016

The Emergency Management Department requested the exemption of a Principal Project Coordinator, in accordance with Charter Section 1001(b), from civil service as management, professional, scientific, or expert services.

The Principal Project Coordinator was previously approved for exemption under 1001(b) by the City Council and was subsequently filled. The previous Principal Project Coordinator resigned on March 15, 2016. Charter Section 1001(b)(1) requires that, "When the position is vacated, the exemption shall terminate unless re-authorized in accordance with this subsection."

Charter Section 1001(b) allows up to 150 persons to be exempt, with an additional 50 added last year by the City Council pursuant to Charter Section 1001(b)(4). Currently, there are 164 approved exemptions, with six other pending requests. Approval of this request will increase the count.

This Principal Project Coordinator will be assigned to EMD's Special Projects and Analysis Division and will be responsible for the City's effort to strengthen its emergency response capabilities to support people with Disabilities with Access and Functional Needs (DAFN). The position will review and revise the City's Emergency Operations Master Plan and Annexes for compliance with the Americans with Disabilities Act; liaison with the DAFN community and its stakeholders; provide ongoing planning and support and make recommendations regarding policies and procedures that impact the delivery of services to the DAFN community during an emergency or planned event; assist

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departments in planning for their response and delivery of functional needs and support services to the community; develop and implement a training program for emergency management personnel; and establish agreements with partners to support the City's functional needs' support services during an emergency.

EMD is requesting that this Principal Project Coordinator position require graduation from an accredited four-year college or university with major course work in emergency management, public administration, political science, public health, urban planning or other related field; a graduate degree is preferred. Additionally, this position requires a minimum of three years of full-time paid professional work experience, including two years of administering a disaster preparedness or emergency operations program for a government agency, emergency services organization or large company.

The exemption of this position will allow EMD the flexibility to recruit and select the best-qualified candidate who possesses the necessary experience and expertise for the position. The duties and requirements as described are appropriate to the class of Principal Project Coordinator.

Based on my review of this request, I hereby approve the request for the exemption of this position and transmit my action to the City Council, pursuant to City Charter Section 1001(b)(1).

EG:ms

cc: Aram Sahakian, Emergency Management
Ana Guerrero, Office of the Mayor
Mandy Morales, Office of the Mayor
Miguel Santana, City Administrative Officer
Wendy Macy, Personnel